



# JOB OPPORTUNITY

## DEPARTMENT OF PERSONNEL ADMINISTRATION

**CLASS TITLE:** Personnel Program Advisor

<b>SALARY:</b>	\$ 6,173 - \$ 6,808	<b>POSITION NUMBER:</b>	363-720-5318-001
<b>TENURE*/TIME BASE:</b> (Example: Permanent/Full-time)	Permanent/Full-Time	<b>FINAL FILING DATE:</b>	October 12, 2008

**This position is excluded from Collective Bargaining and receives excluded benefits**

**POSITION DESCRIPTION:** The Department of Personnel Administration (DPA) administers; a 457 Deferred Compensation Plan, a 401(k) Thrift Plan, the 401(a) Alternate Retirement Program, and the 457 Part-time, Seasonal, and Temporary Employees Retirement Program. These four statewide program/plans, collectively known as the Savings Plus Program (SPP), are designed as long-term savings and investment.

**DUTIES:** The candidate will serve as a consultant and manager who oversees statewide responsibility for the education, outreach, and marketing policies for the SPP to ensure that program goals are accomplished. Incumbent has full authority for making management executive decisions. The manager will:

- Serve as key member of the Savings Plus management team
- Provide recommendations, consult, and advise the Administrator and Deputy Administrator
- Implement policies and procedures related to Education & Outreach, Training, Marketing, and Operations
- Oversee the development of the Training/Consulting and Operations Unit
- Plan, direct, and evaluate staff

**DESIRABLE QUALIFICATIONS:**

- Possesses strong supervisory and inter-personal skills. Ability to communicate effectively with the public
- Ability to act independently and provide consultative services to management
- Ability to be flexible and perform under pressure with deadlines
- Knowledge of Microsoft Word, Excel, and Outlook
- Excellent attendance, dependability, and strong work ethic
- Interest in investment analysis, fiscal tasks and functions, and development, acquisition, and management of investment and consultant services

**WHO MAY APPLY:**

Applicants with eligibility (e.g., transfer, list, reinstatement) for the classification of Personnel Program Advisor are encouraged to apply. **All applicants must enter the position number and clearly indicate the basis for your eligibility on the State Application Form (STD 678)** next to the job title. Applications will be screened and only the most qualified will be interviewed.

RPA # 08-089

**SUBMIT APPLICATIONS/RESUMES TO:**

Jan Betts  
Savings Plus Program  
1800 15<sup>th</sup> Street  
Sacramento, CA 95811-6614  
(916) 323-2692

(\*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.